

## PURCHASE ORDER

PHILIPPINE COCONUT AUTHORITY, REGIONS I,II,III and CAR

Elliptical Road, Diliman, Quezon City Telephone No. (02) 924-4761 / Telefax No. (02) 927-5227

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REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
**REGIONS I, II, III & CAR**

2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City 1101  
Telefax No.: (02) 8927-5227 Tel. No. (02) 8924-4761  
[pcaregionI.4b@gmail.com](mailto:pcaregionI.4b@gmail.com) / [regionivb@pca.gov.ph](mailto:regionivb@pca.gov.ph)

## NOTICE OF AWARD

March 24, 2022

**MS. RHEN JOY A. NUEVAESPAÑA**

Owner/Proprietor

Jarhens Trading

Unit 3 # 3 Albert St., Kingsville Subd.,

Brgy. Mayamot, Antipolo City, Rizal

Dear Ms. Nuevaespaña,

Please be informed that your bid submitted for the supply and delivery of twelve (12) pieces of licensed Microsoft Office Home and Student 2019 with an amount of **Fifty-one thousand six hundred pesos** (Php 51,600.00), is hereby accepted.

In view thereof, you are hereby required to provide this office within five (5) days after receipt of this notice a conformed Purchase Order as a requirement for accounting and auditing purposes. Failure to provide the required document shall constitute sufficient ground for cancellation of the award.

Very truly yours,

**DENNIS D. ANDRES**  
Regional Manager III  
PCA Regions I-III & CAR

Conforme:

RHEN JOY A. NUEVAESPAÑA  
(Signature over printed name)  
Owner/Proprietor, Jarhen's Trading

Date: 3/24/2022

*"A food-secure Philippines with prosperous farmers and fisherfolk"*







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**REGIONAL BIDS AND AWARDS COMMITTEE**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH NEGOTIATED  
PROCUREMENT UNDER SECTION 53.9 (SMALL VALUE PROCUREMENT) FOR  
THE PROCUREMENT OF MICROSOFT OFFICE (LICENSED)**

**RESOLUTION NO. 2022-03**

Whereas, the approved budget to purchase 12 pieces of Microsoft Office (Licensed) under Small Value Procurement is Sixty-two thousand four hundred pesos (Php 62,400.00);

Whereas, the Regional Bids and Awards Committee (RBAC), posted the Request for Quotation (RFQ) for the above-mentioned project through posting in the Philippine Government Electronic Procurement System (PhilGEPS) on March 17 – 23, 2022, PCA website on March 18, 2022 and in conspicuous place in the premises of PCA – Regions I, II, III & CAR on March 17 – 23, 2022;

Whereas, on different dates prior to the deadline of submission of price quotation, quotations from three (3) suppliers were obtained by the RBAC Secretariat, attested by accomplished Request for Price Quotation (RFQ);

Whereas, based on the preliminary evaluation of bids, the proposal of JARHENS TRADING found to be compliant with the specifications and the details of the duly accomplished RFQ together with the eligibility requirements;

Whereas, after thorough evaluation of the lowest calculated bidder's capabilities on technical and financial requirements and compliance with the technical specifications set by PCA, using the same procedure prescribed in *Section 34 of Rule X of the IRR of RA 9184*, the proposal submitted by JARHENS TRADING in the amount of Php 51,600.00 for the procurement and delivery of Microsoft Office (Licensed) was found to be within the Approved Budget for the Contract (ABC), and considered by the RBAC as the Lowest Calculated, Rated and Responsive Bid;

Whereas, section 12.1 of R.A. No. 9184 mandates that the RBAC shall recommend the award of contract to the Head of the Procuring Entity (HoPE) or his duly authorized representative.

Now, therefore, for and in consideration of the foregoing, We, the member of the RBAC, hereby RECOMMEND to the HoPE the award of contract via Small Value Procurement to Jarhens Trading for the procurement of Microsoft Office (Licensed), in the amount of Fifty-one thousand six hundred pesos (Php 51,600.00).

Done this 24<sup>th</sup> day of March, 2022.

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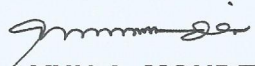


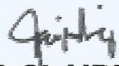
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**JUAN F. MILAR, JR.**  
Chairperson

  
**CHRICEPT T. VILORIA**  
Vice-Chairperson


  
**MARIA LYNN A. MONDEJAR**  
Regular Member

  
**PRINCESS CLAIRE S. ABING**  
Regular Member

  
**WARREN A. VELASCO**  
Provisional Member

  
**KEN GUILLER A. VICENTE**  
Provisional Member

APPROVED: ☒  
DISAPPROVED: ☐

  
**DENNIS D. ANDRES**  
Regional Manager III  
Head of the Procuring Entity

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